WASHINGTON STATE DEPARTMENT OF
Natural Resources

GIS Analyst
Land Management Division
Recruitment # 2007-01-TITS3

AGENCY MISSION AND CHALLENGE:
The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated $6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately $400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Information Technology Specialist (ITS 3)
Type of Position:	This is a non-permanent position expected to last 7 months. This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	$3,540 – $4,531 depending on qualifications
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	January 9, 2007
Closing Date:	January 23, 2007
Location:	Olympia, WA

POSITION PROFILE

As an analyst of Geographic Information System (GIS) for the Habitat Conservation Plan/ Science Section in the Land Management Division, this position designs, maintains, and analyzes spatial databases by using ArcGIS. The position provides data stewardship for corporate HCP data layers. Responsibilities include performing complex queries to spatial datasets; creating, updating, and maintaining spatial data and databases associated with the HCP; consulting with higher-level technical staff; and providing cartographic support to the section. The essential functions include:

Data Stewardship:
- Updates and maintains consistent and standardized HCP data layers that allow management planning, HCP monitoring, and adaptive management analyses.
- Creates new HCP data layers as needed.
- Creates metadata, activity logs, and other documentation about datasets.
- Coordinates the use of data between various DNR programs, divisions, and regions
- Exchanges and updates data with the region cartographers. Provides data stewardship consultation and coordination for the region staff on the corporate HCP-related datasets.
- Addresses requests for data from external parties.

GIS Application Support and Spatial Analyses:
- Provides maintenance and operations support for applications; develops and implements emergency fixes; writes command procedures and programs.
- Conducts needs assessments and requirements analyses for existing and new GIS layers.
- Provides information on the capabilities and limitations of available systems.   Investigates performance problems.
- Conducts spatial analyses upon request from HCP scientists and managers.
- Consults with higher-level technical staff to resolve complex problems.

Database Management and Analyses:
- Organizes various existing and upcoming in-house datasets from wildlife and habitat surveys; monitoring samples; research results; etc.
- Provides assistance to the HCP scientists and managers in data interpretation, queries, data analyses, and simple modeling.

Cartography Support:
- Prepares production level maps as well as work maps for HCP projects

REQUIRED POSITION QUALIFICATIONS
- Demonstrated skills in computer cartography and GIS applications. Advanced understanding of GIS concepts including projections, topology, relational databases, and cartographic production
- Basic computer programming skills (Visual Basic, ArcMacro Language, Python or others)
- Experience in MS Access and Excel
- Understanding of environmental sampling, testing, data gathering, basic research and field investigations
- Oral and written communication

Required Education and Experience:
> A Bachelor's degree in Information Technology or Environmental Sciences with formal GIS training <u>and</u> two years of professional experience in GIS work and data management.

Behavioral Competencies:
- Ability to work well in a team
- Ability to communicate and to work effectively with programs, regions, other agencies, tribes and general public effectively through a variety of mediums
- Ability to think independently and creatively to solve complex problems
- Timeliness in meeting deliverables; punctuality and motivation for high quality products

DESIRED POSITION QUALIFICATIONS
- Experience Python and Arc Macro Language
- Experience with Oracle SQL
- Basic knowledge of statistics

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS
- Must be at least 18 years of age at time of hire.

WHO MAY APPLY
This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS
To be considered for this position please submit:
- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A resume
- An online voluntary Applicant Profile Questionnaire.

The first screening will be based on information contained in your letter of interest and your resume.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
dnrrecruiting@wadnr.gov	Roberta Searles
	Department of Natural Resources
	PO BOX 47033
	Olympia, WA 98504-7033

NOTE: Please indicate GIS Analyst , Recruitment #2007-01-TITS3 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact **Teodora Minkova** at **teodora.minkova@wadnr.gov** or e-mail us at DNRrecruiting@wadnr.gov.

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